

APPLICATION GUIDELINE

EMPLOYMENT SERVICES - CARD & ACCESS SERVICES

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Introduction

Access approvals are an alternate way for an individual to become authorized to perform services for a company, without being sponsored directly by the company.

If a company would like to bring someone to its DMCC office for temporary work and that person is not an employee, the company will need to obtain an Access Approval. This typically applies to consultants, contract workers and employees of sister/parent companies that need to work on-site in DMCC on a temporary basis. An Access Approval is valid for up to 1, 3 or 12 months.

The 12-month approval can be renewed but the 1-month and 3-month approvals must be re-applied for. Access Approvals are limited to no more than 30% of the workers performing.

Services from a company's place of business. Access Approvals cannot be substituted for Employee Residence Permits - all employees of a DMCC company must hold either a Residence Permit from DMCC or an Identity Card if they are sponsored by husband or father.

The Access Approval will be automatically cancelled upon its expiry and the employee will be deactivated from the respective company's 'employee list'.

Important notes

- All Draft SRs will automatically be voided after sixty (60) calendar days from their creation date if no action is taken by the DMCC Member.
- SRs awaiting DMCC Member Company action will be automatically nullified if the required actions aren't completed within ninety (90) calendar days from the SR's return date.
- DMCC Member Company admin can request for service cancelation by clicking the 'Cancel Request' button.
- A cancellation fee will be charged to the DMCC Member's portal if the Member opts for its cancellation, or if the system auto-cancels the SR after the 90 days. (Please refer to the [Schedule of Charges](#))

Service To Select on Portal

Employment Services - Card & Access Services - Access Approval - Apply for new.

Steps & Requirements

Complete application and upload required documents via the member portal.

Copy	Documents	Remarks
✓	Passport copy with UAE visa page	Residence visa validity should be 3 Months minimum.
✓	No Objection Certificate (NOC) From sponsor	If applicant does not have a current UAE sponsor, please provide the services contract with the DMCC Company.
✓	Passport- size photos	High quality and colored, in JPEG format.

Output

Upon completion of all requirements, DMCC shall issue:

- Electronic Access Approval
- Updated Company Register

Further Information

Please visit Help Centre at www.dmcc.ae/HelpCentre.